

City of Memphis
Division of Fire Services Fire Training Academy
Transcript Request Guidelines and Instructions

1. The Division of Fire Services Fire Training Academy "Request for Official Transcript" form is accessible on-line at www.memphistn.gov/emstraining or www.memphistn.gov/firetraining.
2. A request for academic records must be submitted by the student only on the Division of Fire Services Fire Training Academy "Request for Official Transcript" form.
3. A request for transcript from anyone other than the student will not be processed and the requestor will not be notified of this decision
4. A request for transcript received on any other form than the Division of Fire Service Fire Training Academy "Request for Official Transcript" form will not be processed and the student will not be notified of this decision.
5. The student may mail or deliver the transcript request form to the Division of Fire Services, Fire Training Academy, Attn: Transcript Request, 4341 O.K. Robertson Road, Memphis Tennessee 38127.
6. The student delivering a transcript request form must sign the form consenting to his/her academic record being released to another party or to self in the presence of a Fire Training Academy staff member and show proper identification in order for the request to be processed.
7. The student mailing a transcript request form must sign the form consenting to his/her academic record being released to another party or to self and must have their signature notarized in order for the request to be processed.
8. The student may select any of the following academic record(s) to appear on his/her transcript: Basic Firemanship, Emergency Medical Technician-IV, Advanced Emergency Medical Technician, and Paramedic.
9. Transcript request forms that are emailed or faxed are unacceptable and will not be processed and the student will not be notified of this decision.
10. Transcript requests require a minimum of 48-hours to process.

Request Number



City of Memphis
Division of Fire Services
Fire Training Academy
(901) 636-5706

<i>Return completed form to</i>
Memphis Fire Training Academy Attn: Training Transcripts 4341 O.K. Robertson Road Memphis, Tennessee 38127

REQUEST FOR OFFICIAL TRANSCRIPT

Select All Applicable: EMT - IV Advanced EMT Paramedic Basic Firemanship

The City of Memphis Fire Training Academy **will not** accept the transcript request form via email or fax. The Fire Training Academy **does not fax or email** transcripts to recipients.

Last Name: _____ First: _____ Middle: _____
Former Names: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____ Telephone: _____
Employee I.D. Number: _____ D.O.B.: _____ Last 4 Digits of SSN: _____
MFD Fire Recruit Class No.: _____ MFD Paramedic Class No.: _____ DOE: _____

Transcript Order

Mail my MFD Official Transcript to:

Individual's Name or Specific Office (if applicable) _____
Business or Institution: _____
Street Address: _____
City, State, Zip: _____

Signature

Student Signature: _____ Date: _____
Student Name (Print): _____

Office Use Only

Processed By: _____ Date: _____
Date Mailed: _____ Confirmation sent by email _____